

APPENDIX B4

AUTOMATED MESSAGE FORMAT

Record Position(s)	Entry and Instructions
1-2	Appropriate two-position Service/Agency code.
3-4	Two-position calendar year, e.g., 86.
5-7	SP assigned three-position sequence serial number. Must be assigned sequentially from 001 thru 999.
8	Blank.
9-13	Enter - BATCH.
14	Blank.
15-16	01 thru 99.
17	Blank.
18-19	Enter - OF.
20	Blank.
21-22	01 thru 99.